

ER-4-4870

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Director of Training
Assistant Director for Communications

SUBJECT : Policy Concerning Release of Funds from Agency Reserve
for Contingencies

1. In recent discussion at the Bureau of the Budget, it was indicated that certain information would be required in connection with Agency requests for the release of Fiscal Year 1954 funds from the Agency reserve for contingencies. The provision of data required by the Bureau of the Budget and all other pertinent information will assist in expediting such requests both within the Agency and at the Bureau of the Budget.

2. The specific information requested by the Bureau of the Budget is as follows:

- a. Is the project or activity new?
- b. Was the project or activity included in the original program for Fiscal Year 1954 but eliminated in the reprogramming?
- c. Was the project or activity included in the Fiscal Year 1954 revised program?
- d. If the project or activity is new, an explanation should be furnished of the factors which prevented its inclusion in the Fiscal Year 1954 program and which necessitate its present accomplishment.
- e. If the project or activity was included in the original program for Fiscal Year 1954 and was eliminated in the reprogramming, information should be included indicating the reason why relative priority has changed and why it is given a new significance and should now be undertaken.
- f. The request should include an analysis of why the cost of the project or activity cannot be absorbed within the present allocation of Fiscal Year 1954 funds.

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3. It is the intention of the Bureau of the Budget that the Agency absorb under its normal budget the costs of a project or activity which has been allocated reserve funds if re-examination of obligations and expenditures toward the close of the Fiscal Year indicates that such absorption can be accomplished.

4. The Office of the Comptroller will assist in whatever way possible in preparation of appropriate data for the Bureau of the Budget where it is deemed necessary that funds be secured from the Agency reserve.

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L. K. WHITE
Acting Deputy Director
(Administration)

SA/DD/A:RDHH:mjc(9 Oct 53)

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